

FACILITY INSPECTION - WEEKLY VISUAL

1. PREPARATION

- a. Develop an inventory of city-owned or operated facilities.
- b. Assess inventory of city-owned or operated facilities for potential to discharge pollutants and identify "high-priority" facilities.
- c. Develop an inventory of floor drains inside the facility.
- d. Develop an inventory of storm drains on the site.
- e. Become familiar with potential pollutants at the site.

2. PROCESS

- a. Look for evidence of spills.
- b. Look for evidence of other deficiencies including any potential pollutant discharge (i.e. garbage, debris, general maintenance of BMPs, etc.).

3. ACTIONS

- a. Initiate spill response and clean up spill immediately to prevent contact with precipitation or runoff.
- b. Take corrective actions necessary for other deficiencies identified during the inspection.

4. DOCUMENTATION

- a. Fill out the Weekly Visual Inspection Log for the facility.
 - Identify the individual(s) that completed the inspection and the date on which it was completed.
 - Identify any deficiencies, corrective actions taken, and the date on which the corrective action was completed.

WEEKLY VISUAL INSPECTION LOG

Facility:

Address:

[illegible]